Virginia Coastal Zone Management Program
Reporting Guidance
(Semiannual, Financial and Final Reports)

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Reports provided to the Virginia CZM Program serve many functions. In addition to our in-house uses for them, copies of *all* reports and products are provided to NOAA and are catalogued in a national database.

- The **Semiannual Progress Report** is used by the Coastal Program to track and monitor the grantee's progress toward each contract deliverable. Semiannual reports are usually due on April 15th and October 15th. The Semiannual Progress Reports are compiled and sent to NOAA.
    - Attachments should not be included with your Semiannual Progress Report. Please send further details of progress, drafts, etc. directly to your project manager at Virginia CZM to keep them informed of your progress along the way.

- The **Financial Report** is evaluated by the Virginia CZM Program to ensure that expenditures (and match) are consistent with the contracted budget.

- The **Final Project Summary** is posted on the Virginia CZM Program's website as a stand-alone summary of the project for the general public. This Final Project Summary is always due with final products and due within 45 days of the Project End Date.

- The **Deliverables or Final Products** communicate to the Virginia CZM Program and NOAA what has been accomplished with the allocated funds during the reporting period. The Deliverables or Final Products are always due within 45 days of the Project End Date.

Progress reports and final products are the primary mechanism by which grantees indicate to the Virginia CZM Program and NOAA accomplishments with the grant funds provided. They should provide tangible evidence of activities completed under the grant and concisely describe to the Virginia CZM Program, NOAA, and the general public the major coastal management issues addressed during the reporting period. It should be easy for the Virginia CZM Program staff to review the progress and final reports and pull together "accomplishments" information for our magazine, website or outreach reports and handouts. In general, the progress and final reports should include:

- A concise summary of activities completed during the reporting period (reported in the Progress Report and Final Project Summary).

- A description of activities completed related to each Product/Deliverable in the Scope of Work highlighting major issues and accomplishments (reported in the Progress Report, Final Project Summary and Final Products).

Pointers for Completing the Semiannual Progress Report

- Review the Scope of Work before writing the progress report. Remember to check interim product due dates and to discuss progress on each product/deliverable, even if it is to say that work has not yet commenced.

- Since the text on the Semiannual Progress Report is provided *to* NOAA *from* the Virginia CZM Program, avoid using personal pronouns (i.e. "I" or "we") and unqualified subjects (e.g. "staff"). Instead use terms such as, "MPPDC staff" or "the project manager" etc.

- The Semiannual Progress Report should be written so it is easy to read and follow. Avoid using long lists of activities and incomplete sentences.

- Assume the reader is familiar with the contract deliverables. It is not necessary to restate the product descriptions.

- Use the box at the bottom to accurately reflect the percent completion of each Product in the Scope of Work. Each Product should be 100% complete by the Project end date.

- It is not necessary to report on grant administration activities.

- If applicable, fill in the back of the Semiannual Progress Report regarding activities held during the reporting period. Please refer to the text on the back of the report for guidance. Only training events need to be recorded, not educational events. Then choose only one category that best describes the activity from the provided list (e.g. Public Access, Coastal Hazards, Coastal Habitat etc.).

- Please record the amount of funds leveraged during the reporting period, if any, on the back of the Semiannual Progress Report.

Pointers for Completing the Financial Report

- Make sure that the Financial Report shows all expenditures that occurred during the reporting period. All funds should be encumbered by the end date of the grant. The only funds that can be reported from the end date of the grant until the final product due date are those pertaining to the completion or printing of the final product(s). Expenditures can be reported for any budget category. If you wish to report an expenditure in a category that does not have a budget or if you wish to report an overexpenditure in a category, make sure the expenditure is under your 10% authority (under 10% of the overall budget). Cash advances, if applicable, should only document expenditures made using the cash advance.

- The "unexpended balance" column should reflect any <u>over</u>- or <u>under</u>-expenditures in each budget category

- Fill in EVERY column: This Period (current) Expenditures, Cumulative Expenditures, and Unexpended Balance

- In addition to emailing your Financial Report to the Grants Coordinator, an approval email is needed to accompany your Financial Report. This email needs to include the *Fiscal Year, Task Number, Amount Requested and Time Period* the Financial Report covers. Since VA CZM is not requiring hard copy, signed Financial Reports, this email provides the approval for the Financial Report request.

- When asked to provide back-up financial documentation:
  - Ensure that the receipts submitted add up to *exactly* what is reported on the Financial Report
  - Clearly group and label all backup documentation by the budget category (personnel, supplies, etc.)
  - Provide an Excel spreadsheet that itemizes each expenditure
  - Provide documentation for all federal AND match charges

<u>Required Components of Final Product Package</u>

1*.* <u>Final Report and/or Products</u>
Please see below for guidelines and requirements on Final Report format and submission.

Important Note on Acknowledgement:
All final products must acknowledge funding from the Virginia CZM Program and NOAA. Acknowledgement language and the Virginia CZM and NOAA logos are available from your Virginia CZM Project Manager or April Bahen, Grants Coordinator, at april.bahen@deq.virginia.gov. If you have any questions about this requirement, please contact your Virginia CZM Project Manager or April Bahen.

Real Property Status Reports
This is a standard annual report to be filled out by recipients of Federal financial assistance to report real property status (SF-429 Attachment A) or to report on real property or request agency instructions on real property (SF-429 Attachments B, C) that was/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a Federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation. This report is to be used for awards that establish a Federal Interest on real property. The instructions address each section of the Real Property Status

Report. This report should be used to report on or request instructions for single/individual and/or multiple parcels of real property (land, buildings, etc.). The report elements are contained in SF-429 Attachment A and the request elements are contained in SF-429 Attachments B and C. At the end of the grant, but no later than the Final Products due date, the grantee must report on property using the applicable property forms at https://coast.noaa.gov/funding/forms.html.

Tangible Property Reports
Grantees shall also submit Tangible Property reports. Disposition instructions shall be requested by the grantee when tangible property is no longer required for its intended use. Tangible personal property means property of any kind, except real property, that has physical existence. It includes equipment and supplies. According to NOAA (NOAA Financial Assistance Administrative Terms 4-21-16), the tangible personal property refers to equipment and supplies that are greater than $5,000 (residual inventory of unused supplies exceed $5,000 in total aggregate value). Recipients of Federal assistance awards must be required to provide Federal awarding agencies with information concerning property in their custody every two years (according to NOAA at https://coast.noaa.gov/funding/forms.html), at award closeout, or when the property is no longer needed. Generally, at the end of a Federal assistance award, recipients are required to (*this information was found on the Final Report: SF-428 Attachment B*):

a. submit a report of Federally-owned property
b. provide a listing of equipment items, with an acquisition cost of $5,000 or more, when the awarding agency has reserved the right to transfer title to the equipment to the Federal Government or a third party.
c. compensate the awarding agency for residual unused supplies with a total aggregate fair market value greater than $5,000 that are not needed for any other Federally sponsored programs or projects.

The forms to fill out are at https://coast.noaa.gov/funding/forms.html.

NOAA has Property definitions at https://coast.noaa.gov/funding/forms.html.

2.   Final Financial Report
      If it has not already been submitted, a *final digital* Financial Report or ATA and approval email (see page 3 under Pointers for Completing the Financial Report) must be received with your final product(s). A final payment cannot be processed without this report. When completing the report, carefully review previously submitted financial reports, match amounts in the Budget Column with amounts from your original Financial Report (or Budget Amendment if applicable); remember to report match requirements; and place a check in the "final" box in the top right of the report form. Remember, the only funds that can be reported from the end date of the grant until the final product due date are

those pertaining to the completion or printing of the final product(s). Since CZM holds the final 10% of the budgeted funds for the approval of the final product, a grantee may ask for the final 10% of the budget on the final Financial Report including any funds expended on final product completion or printing. The grantee may ask for more than the last 10% if the precluding 90% hasn't already been requested.

3. Final Project Summary
A *Final Project Summary* must be submitted with your final product(s). This summary describes the goals and outcomes/accomplishments of your project and outlines and describes all products produced. The summary will be posted on the Virginia CZM Program website under the "Strategic Planning and Funding" tab (up to three years after a grant closes). The Final Project Summary Form is obtainable from April Bahen, Grants Coordinator, at april.bahen@deq.virginia.gov .

Final Report Format

If you have promised a "Final Report" as one of your grant deliverables, your report should include the following:

- Title Page:
  Please include the title of the report, authors, date, grant number, task number, acknowledgement language and all appropriate logos. The acknowledgement language and logos are available from your Virginia CZM Project Manager or April Bahen, Grants Coordinator, at april.bahen@deq.virginia.gov.

- Page Numbers

- Table of Contents:
  If your "Final Report" is greater than 10 pages in length, has multiple sections, and/or incorporates multiple final products, a table of contents facilitates review of your report by Virginia CZM, NOAA and the general public.

- Executive Summary:
  Your "Final Report" should include an executive summary. If your "Final Report" is a compendium of multiple final products, you can use the text developed in the Executive Summary for the Final Project Summary as long as it adequately summarizes the products being submitted.

If you have any questions about the products, or deliverables, promised in your grant Scope of Work, please contact your Virginia CZM Project Manager.

Making Final Products Section 508 Web Accessible

A 2017 law requires that federal agencies have to have their information and communication technology compliant with a Federal Access Board update to Section 508 of the Rehabilitation Act. The Virginia State Code has been updated to reflect the new law and requires that all executive branch agencies update their websites beginning 1/18/18. Since that date, all new or revised DEQ content on its website must meet the higher accessibility standard. This includes letters, reports, notices, spread sheets, presentations, graphs, charts and photos from grantees that we post on the CZM webpages of the DEQ website. Since October 15, 2018, all CZM documents on the DEQ website have to be compliant, including existing and new documents.

Please contact April Bahen, Grants Coordinator, at april.bahen@deq.virginia.gov for resources and more information about how to make your final products/deliverables Section 508 web accessible.

Pointers for Submitting Your Deliverables (Final Products)

Submit **ONLY** a *digital file.* A digital format is required for submission of deliverables through the federal "GrantsOnline" system. Although the "GrantsOnline" system does not have a file size limit, it is requested that grantees limit their file size to 25MB since that is VA CZM's size limit. Digital submission can include emails, web links, FTP links CDs or DVDs. You will need to discuss using web links as part of a deliverable with your Project Manager prior to submission. If any of your deliverables cannot be submitted digitally, VA CZM will need two hard copies; one for our files and one to send to NOAA. Hard copies include paper copies for our files and items such as magazines, brochures, CDs containing files over 25MB, DVDs, etc. Please try to only send digital copies, not hard copies; e.g. scan hard copies of deliverables and email them.

Digital file formats accepted include: Microsoft Word, Excel, PowerPoint, GIS-based or Adobe Portable Document Format (PDF).

- *Microsoft Word, Adobe Portable Document Format (PDF), Excel, PowerPoint or GIS-based file formats:*
  o If the total size of all deliverable files is **25MB or less**, *e-mail one* copy of your final product(s) to april.bahen@deq.virginia.gov.
  o If the total size of all deliverable files is **over 25MB**, *mail one (1) hard copy* (on CD or DVD) of your final product(s) *or two hard copies* (i.e. paper copies) if you cannot provide a version of your final product on CD or DVD. *Since NOAA is moving to all digital submission, VA CZM highly advises grantees to submit final products digitally when at all possible.* CDs or DVDs should have a cover including title of project and product, grant year and task number and appropriate logos.
  OR
  Provide a link to an FTP site where digital product(s) can be downloaded by Virginia CZM staff.

Important Notes:

- o Please provide a Word (or Excel or PowerPoint) <u>and</u> PDF version of your final products.

- o If your project has multiple deliverables, grantees should try to combine these deliverables into one final report to be submitted digitally. Separate deliverables make review by VA CZM staff and submission to NOAA cumbersome. NOAA strongly prefers single submission documents.

- o If your deliverables are submitted separately to VA CZM and CZM staff determines that the deliverables can be combined into one report, the grantee may be required to resubmit all deliverables as one final digital report.

- o When using graphics in your deliverables (i.e. photos or maps), please compress the graphics files to make the overall final product file size smaller.

- o Please try to keep file size under 25MB. If your file size is over 25MB, please try to compress it to this size to ensure ease of submission. (If your file size is over 25MB, you will not be able to email the deliverable to VA CZM.)

- o If your deliverable(s) are not available in a digital format, please inform your Virginia CZM Grant Project Manager. <u>You will need to provide a total of two (2) hard copies of all products not submitted digitally.</u>

- o When providing a final product in a PDF format, please be sure that it is not password protected.

If you have any questions about formatting and submission of your final product(s), please contact April Bahen, Grants Coordinator, at <u>april.bahen@deq.virginia.gov</u> or (804) 698-4005. As always, thank you for your efforts in providing these important documents.